

## INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE SOHO 15 CONFERENCE PROCEEDINGS (EXAMPLE)

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### ABSTRACT/RESUME

The Proceedings of the meeting will be published by ESA's Publications Division (EPD) as Special Publication SP-575 on a CD. **Authors should deliver their papers as PDF files; details are given in Sections 11 and 12.**

The following are the guidelines for preparing the electronic copy in accordance with the European Space Agency's standards for conference proceedings. **Each submission should resemble these instruction sheets in format and style.** Start with a concise Abstract (limited to 15 lines or 150 words), which summarises the contents of the paper.

#### 1. GENERAL SPECIFICATIONS

The paper must be prepared in two-column format and **should not be longer than:**

**12 pages for Invited Reviews,  
6 pages for Contributed Oral and Poster papers**

#### 2. PAGE LAYOUT

- Paper format: standard A4 (29.7x21cm),
- Two-column format (8cm each),
- Margins: left/right: 2cm, top: 2.5cm, bottom: 3.7cm,
- Header: 1.5cm,
- Fully justified,
- Title starts at 5cm from top edge.

#### Font: (Type 1 fonts only)

Text: Times New Roman  
Variable: Times New Roman italic  
Symbol: True Type Symbol font

#### Type Size:

Paper title: 10 pt bold, all caps (**TITLE**)  
Author(s): 10 pt bold (**Author**)  
Affiliation(s): 10 pt italic (*Affiliation*)  
Normal text: 10 pt (regular text)  
Text in tables: 9 pt

Symbols: 10 pt (□ □ □)  
Sub/super-script: 7 pt ( $x^y$ )

**For LaTeX users:** a set of macros is available from the conference website. However, it should be checked that the formatting adheres to these instructions (especially page formatting). Also, ensure that only Type 1 Fonts are used and embedded in your PDF. Use the command `\usepackage{times}`.

#### 3. HEADERS & FOOTERS

Add page numbering to the header (right justified). The footer should be left empty; the editor will need this space to insert the proceedings reference

#### 4. TITLE AND AUTHOR AFFILIATION

The paper title, author name(s) (first initial and last name, middle initial optional), affiliation, complete mailing address and email should be centred at the top of the first page using the fonts and type sizes indicated above. If there are several authors, the complete affiliation should be given for each of them using superscripts<sup>1</sup> in the authors<sup>2</sup> list<sup>3</sup> to refer to them.

#### 5. HEADINGS

This sheet has been typeset in accordance with the style to be followed for the headings. Use the decimal system in Arabic figures for the numbering of headings and subheadings. Major (or section) headings are to be in capitals without underlining.

##### 4.1 Subheadings

Subheadings or subsection headings are to be in lower case with initial capitals. They should be flush with the left-hand margin, on a separate line.

#### 6. EQUATIONS

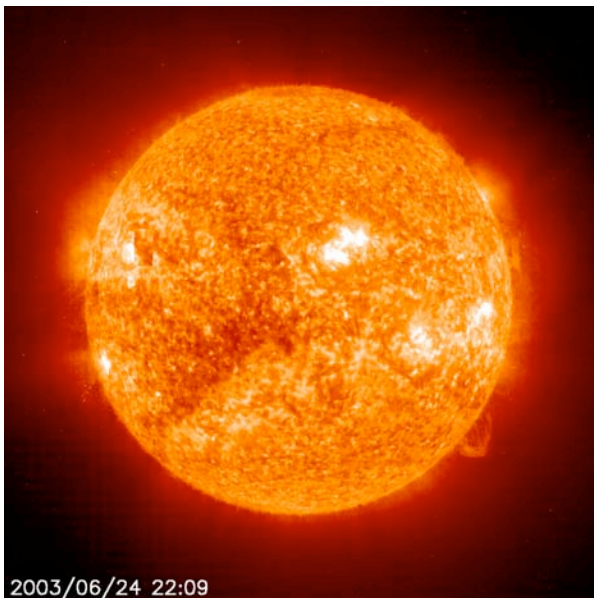
Equations are to be numbered consecutively throughout the paper. Each equation number must be unique. Equations should be centred, with the equation number in parentheses, flush with the right-hand margin of the column.

Leave a blank line before and after equations. Always refer to equations by number, as Eq. 1 or Eqs. 3-6, not as “above” or “below”.

$$T_s = \frac{T_b}{1 + (\frac{T_b}{\square}) \ln \square} \quad (1)$$

## 7. FIGURES AND TABLES

Figures and tables may be fitted into a single column or extend over two columns. Figure captions (italicized) should be below the figures; table captions should be above the tables. Use the abbreviation in the text “Fig.1,” even at the beginning of a sentence.



*Figure 1. SOHO caption*

## 8. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

## 9. REFERENCES

Citations in the text should be in the format (author, year). The title of a book or of a journal shall be in italic script.

### 8.1 Sample References

Johnson N. L. and McKnight D. S., *Artificial Space Debris*, Orbit Book Company, Malabar, Florida, 1991.

Grün E., et al. Hair Bands in Semiconductors, *ICARUS*, Vol. 62, 244 – 272, 1985.

## 10. COLOR & EXTRA MATERIAL

Full color (images, tables, etc.) are accepted and encouraged. Extra materials such as animations and movies can also be submitted. Use the same name as for the pdf file.

## 11. PDF PRODUCTION

In order to allow reasonable quality printing, avoid excessive compression when making your PDF file. Files do not always print well even though they may look good on the screen. *Make a test print to check the quality before you submit your file.* Generally, images should be compressed to correspond to about 150-300 dpi at the size they will print.

**IMPORTANT:** use only Type 1 fonts and embed. Please ensure that the PDF’s security setting is on ‘No Security’.

## 12. SUBMITTING THE PAPER

Papers must be delivered as PDF files by FTP to:

FTP:	ftp.estec.esa.nl
User id:	conf
Password:	confpa55
Directory:	SP-575_SOHO15

Please send an email to the editor to report an FTP delivery, identifying the conference and session, and giving the filename(s).

Alternatively, you can personally deliver your PDF during the Conference (on zip disk, CD or USB device – no floppy disk). Assistance for PDF generation will also be available.

The filename must clearly identify the paper and use the name of the main author (e.g. Smith01.pdf), using a maximum of 8 characters before the point.

Papers must be delivered by **30 September 2004** if they are to be included on the CD. For further information about preparing your paper, please contact:

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